



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

OFFICE TECHNICIAN (TYPING)

SALARY RANGE	Range A: \$2,686 - \$3,362 per month
TENURE/TIME BASE	Permanent / Full Time
PROGRAM/DEPARTMENT	Medical Services
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has an opening for an Office Technician (Typing). Desirable qualifications would include working knowledge of an Organized Medical Staff and the Medical Credentialing process; provides general clerical support and regularly performs the most difficult duties; consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks; use of modern office methods, supplies, and equipment; business English and correspondence; principles of effective training; performs assigned clerical work including the ability to spell correctly and make arithmetical computations; serve as a timekeeper for assigned staff; maintain and track data and report due dates; operate various office machines including photocopiers, facsimile machines, personal computers/typewriters; evaluate situations accurately and take effective action; read and write at a level required for successful job performance; prepare detailed reports, keep complex records; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; utilize computer programs including but not limited to Microsoft Word, Access, Excel and Power Point; meet with the public, volunteers, employees and consumers; communicate effectively; provides functional guidance providing customer service in a professional manner; keep current on specific laws, rules, office policies and procedures; schedule meetings, maintain appointment calendars; maintain database systems and track information.

IMPORTANT NOTE: A California Department of Human Resources-Approved Typing Certificate demonstrating the candidate's ability to type a minimum of 40-wpm within a 5-minute timed test, issued within the last 4 years, is a requirement for appointment into this classification. Approved typing certificates may be issued by universities, colleges and/or business education schools. Typing tests administered on-line, by employment agencies, and tests longer in duration than 5 minutes are NOT approved by the California Department of Human Resources and cannot be considered. Applicants must submit a photocopy of their certificates when applying for this vacancy

WHO MAY APPLY

Applicants must possess Civil Service Eligibility and meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status on the title section of the Employment Application (STD-678). For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Porter Administration Building (PAB)
Human Resources Examination Unit – Room 124
P.O. Box 1493 / 15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6816 Contact Marni Sager for questions specific to duties of the position only.
Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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